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Ontario Department of Education

INSTRUCTIONS

TO

SCHOOL INSPECTORS

Apportionment of the Legislative Grants among the Public and Separate Schools of the Districts

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Instructions to School Inspectors

APPORTIONMENT OF THE LEGISLATIVE GRANTS AMONG THE PUBLIC AND SEPARATE SCHOOLS OF THE DISTRICTS.

APPLICATION AND CONTINGENCY OF GRANTS

1. The Legislative grants for the Public and Separate Schools of the Provincial Judicial Districts are apportioned for the calendar year in accordance with the provisions of *The Department of Education Act* and the following regulations, and the grants so apportioned shall be applied to such school purposes as the boards may deem most expedient. If, however, in any year the amounts voted by the Legislature for the above services are insufficient to pay in full the grants as defined in Nos. 4, 5, and 6 for Urban and Nos. 9, 10, 11, 12, and 15 for Rural Schools and Nos. 21 and 22 for both Urban and Rural Schools of the Regulations herein contained, the Minister may make a *pro rata* reduction. And if in any year the said amounts are more than sufficient to pay the said grants the Minister may make a *pro rata* increase of such grants.

URBAN SCHOOLS.

General Grant.

2. The general Legislative grant for Urban Public and Separate Schools is divided by the Department of Education amongst the several cities, towns, and villages, first, according to the population of each as compared with the population of all other urban municipalities in the Province, and, secondly, between the Public and Separate Schools in each city, town and village according to the average number of pupils who attended such schools respectively during the next preceding calendar year.

Special Grants on Certificates.

3. The special Legislative grant for Urban Public and Separate Schools is divided first by the Department of Education between the Urban Public and Separate Schools of the Province on the basis of average attendance, computed as in 2 above, and the sum so apportioned to the Urban Public and Separate Schools respectively in the several cities, towns, and villages is then divided among said schools on the basis of the grade of the teachers' certificates and the length of their successful experience, in accordance with the following Regulations:—

IN MUNICIPALITIES WITH A POPULATION OF 1,500 OR OVER.

4. (1) If the teacher's total experience in the schools of the Province of Ontario shall have been at least five years on July 1st next, the grant shall be—

(*a*) For a Provincial Permanent First Class certificate	$40.00
(*b*) For a Provincial Permanent Second Class certificate	30.00
(*c*) For a Provincial Permanent Ungraded certificate	30.00

(2) If said experience shall have been less than five years on the same date the grant shall be—

(*a*) For a Provincial First Class Permanent or Interim certificate	$30.00
(*b*) For a Provincial Second Class Permanent or Interim certificate	25.00

(3) For a permanent or an Ordinary Third Class certificate or a First Class County Board certificate the grant shall be $20.00

(4) For a District certificate the grant shall be 15.00

IN OTHER URBAN MUNICIPALITIES.

5. (1) If the teacher's total experience in the schools of the Province of Ontario shall have been at least five years on July 1st next, the grant shall be—

(*a*) For a Provincial Permanent First Class certificate	$50.00
(*b*) For a Provincial Permanent Second Class certificate	37.50
(*c*) For a Provincial Permanent Ungraded certificate	37.50

(2) If the said experience shall have been less than five years on the same date, the grant shall be—

(*a*) For a Provincial First Class Permanent of Interim certificate	$37.50
(*b*) For a Provincial Second Class Permanent or Interim certificate	$31.25

(3) For a permanent or an ordinary Third Class certificate or a First Class County Board certificate the grant shall be $25.00

(4) For a District certificate the grant shall be $18.75

Full and Partial Payments.

6. (1) (*a*) For a teacher employed in a Public or Separate School the full school day for the whole school year, the full grant will be paid as apportioned above.

(*b*) A proportionate amount of the grant will be allowed if the teacher with the certificate has taught in a Public or Separate School the full

school day or for less than the full school day (but for at least half a school day) for less than the whole school year, one-tenth of the full year's grant being allowed for each month's service by teachers employed for the full day and one-twentieth of the full year's grant for each month's service of teachers teaching less than a full day. The Inspector will enter the above information in the column provided therefor in the Statistical return.

(2) (*a*) Teachers employed for their whole time in Continuation schools* shall not be included.

(*b*) The grant for a teacher who is a member of the staffs of both a Continuation school and a Public or Separate school shall be computed as provided in 6 (*b*) above.

Inspectors' Duties.

7. (1) The Inspectors shall fill in the schedules supplied by the Department and shall base their returns on the school year.

(2) Where there are more municipalities than one, the Inspector shall report them on separate forms, placing together in each municipality the teacher's certificates of the same grade. He shall also in all cases arrange the grades in the order of the Regulations 4 and 5.

(3) The Inspectors shall include in their returns only teachers who hold certificates recognized in 4 and 5 above and who are actually employed in the Public or Separate schools as teachers of the subjects which said certificates qualify them to teach.

(4) The Inspector shall duly certify to the competency of each teacher in the school for which the grant is claimed.

RURAL SCHOOLS.

General Grant.

8. The general Legislative grant for Rural Public and Separate Schools is divided first by the Department of Education between the Rural Public and Separate Schools of the province on the basis of average attendance, and the sum so apportioned to the Rural Public and Separate Schools respectively is then apportioned amongst said schools as fixed grants, and on

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*** The term "Continuation School" applies not to the Public or Separate School, but to the particular division or divisions connected therewith in which Continuation School work is taught.**

the basis of salaries, certificates and equipment and accommodations in accordance with the following Regulations, subject to the provision that the equalized assessed value of each school section is to be used as the basis for computing the Legislative grants which each school is entitled to receive in respect of fixed grants and on salaries, and that for such computation:—

(1) The lands of the supporters of each Separate School shall be

(3) When there are two or more schools in a section, the full section assessment shall be divided by the number of Rural Public or Separate Schools, respectively, which are in operation in the section and the Legislative Grants shall be apportioned on the bases of an equal proportion of the full section assessment in the case of each school.

(5) If, in any year, the assessment of 1918 is reduced in any case, such reduction shall not be recognized by the Department of Education unless satisfactory reasons are submitted, through the Inspector, for said reduction.

I. FIXED GRANTS.

9. When the section assessment, as defined above, is less than $20,000.00, each school shall receive a fixed grant of $40.00; when it is at least $20,000.00, but less than $30,000.00, the fixed grant shall be $30.00; when it is at least $30,000.00, but less than $40,000.00, the fixed grant shall be $25.00; and where it is at least $40,000.00, but less than $50,000.00 the fixed grant shall be $20.00; where it is $50,000.00 or over, there shall be no fixed grant.

II. GRANTS ON SALARIES.

10. Each school shall receive 40 per cent. of the amounts paid in teachers' salaries during the academic year, up to a maximum of $600.00 salary in the case of each teacher, the computation beginning as follows:

(1) At $100.00, where the section assessment, as defined above, is less than $20,000.00.

(2) At $150.00 for a Principal and $100.00 for an assistant where the section assessment, as defined above, is $20,000.00 or over.

III. SUPPLEMENTARY GRANTS ON SALARIES.

11. In addition to the Grants on Salaries as defined by Section 10 above, each school will be paid a Supplementary Grant on the Salaries paid by the School Boards to the teachers during the academic year.

The apportionment of this grant to be made on the following bases:

(1) For Assessments less than $20,000.00.

No grant on a salary below $300.00 for Principal and $200.00 for each Assistant.

On an excess salary over $100.00 for both Principal and Assistant

5%	on a	Principal	teacher's	salary of	$300.00	but less than	$400.00
5%	"	an Assistant	teacher's	"	"	200.00	"	"	"	300.00
10%	"	a Principal	teacher's	"	"	400.00	"	"	"	500.00
10%	"	an Assistant	teacher's	"	"	300.00	"	"	"	400.00
20%	"	a Principal	teacher's	"	"	500.00	"	"	"	600.00
20%	"	an Assistant	teacher's	"	"	400.00	"	"	"	500.00
40%	"	a Principal	teacher's	"	"	600.00 and over			
40%	"	an Assistant	teacher's	"	"	500.00 and over			

(2) For Assessments $20,000.00 but less than $40,000.00.

No grant on a salary below $400.00 for Principal and $300.00 for each Assistant.

On an excess salary over $150.00 for Principal and $100.00 for Assistant.

5%	on a	Principal	teacher's	salary of	$400.00	but less than	$500.00
5%	"	an Assistant	teacher's	"	"	300.00	"	"	"	400.00
10%	"	a Principal	teacher's	"	"	500.00	"	"	"	600.00
10%	"	an Assistant	teacher's	"	"	400.00	"	"	"	500.00
20%	"	a Principal	teacher's	"	"	600.00	"	"	"	700.00
20%	"	an Assistant	teacher's	"	"	500.00	"	"	"	600.00
40%	"	a Principal	teacher's	"	"	700.00 and over			
40%	"	an Assistant	teacher's	"	"	600.00 and over			

(3) For Assessments $40,000.00 but less than $60,000.00.

No grant on a salary below $500.00 for Principal and $400.00 for each Assistant.

On an excess salary over $200.00 for Principal and $150.00 for Assistant.

5%	on a	Principal	teacher's	salary of	$500.00	but less than	$600.00
5%	"	an Assistant	teacher's	"	"	400.00	"	"	"	500.00
10%	"	a Principal	teacher's	"	"	600.00	"	"	"	700.00
10%	"	an Assistant	teacher's	"	"	500.00	"	"	"	600.00
20%	"	a Principal	teacher's	"	"	700.00	"	"	"	800.00
20%	"	an Assistant	teacher's	"	"	600.00	"	"	"	700.00
40%	"	a Principal	teacher's	"	"	800.00 and over			
40%	"	an Assistant	teacher's	"	"	700.00 and over			

(4) For Assessments $60,000.00 but less than $100,000.00.

No grant on a salary below $600.00 for Principal and $500.00 for each Assistant.

On an excess salary over $350.00 for Principal and $250.00 for Assistant.

5%	on a	Principal	teacher's	salary of	$600.00	but less than	$700.00
5%	"	an Assistant	teacher's	"	"	500.00	"	"	"	600.00
10%	"	a Principal	teacher's	"	"	700.00	"	"	"	800.00
10%	"	an Assistant	teacher's	"	"	600.00	"	"	"	700.00
20%	"	a Principal	teacher's	"	"	800.00	"	"	"	900.00
20%	"	an Assistant	teacher's	"	"	700.00	"	"	"	800.00
40%	"	a Principal	teacher's	"	"	900.00 and over			
40%	"	an Assistant	teacher's	"	"	800.00 and over			

(5) For Assessments $100,000.00 but less than $300,000.00.

No grant on a salary below $700.00 for Principal and $600.00 for each Assistant.

On an excess salary over $500.00 for Principal and $400.00 for Assistant.

5%	on a	Principal	teacher's	salary of	$700.00	but less than	$800.00
5%	" an	Assistant	teacher's	"	" 600.00	" " "	700.00
10%	" a	Principal	teacher's	"	" 800.00	" " "	900.00
10%	" an	Assistant	teacher's	"	" 700.00	" " "	800.00
20%	" a	Principal	teacher's	"	" 900.00	" " "	1,000.00
20%	" an	Assistant	teacher's	"	" 800.00	" " "	900.00
40%	" a	Principal	teacher's	"	" 1,000.00 and over		
40%	" an	Assistant	teacher's	"	" 900.00 and over		

(6) For Assessments $300,000.00 or over.

No grant on a salary below $800.00 for Principal and $700.00 for each Assistant.

On an excess salary over $600.00 for Principal and $500.00 for Assistant.

5%	on a	Principal	teacher's	salary of	$800.00	but less than	$900.00
5%	" an	Assistant	teacher's	"	" 700.00	" " "	800.00
10%	" a	Principal	teacher's	"	" 900.00	" " "	1,000.00
10%	" an	Assistant	teacher's	"	" 800.00	" " "	900.00
20%	" a	Principal	teacher's	"	" 1,000.00	" " "	1,100 00
20%	" an	Assistant	teacher's	"	" 900.00	" " "	1,000.00
40%	" a	Principal	teacher's	"	" 1,100.00 and over		
40%	" an	Assistant	teacher's	"	" 1,000.00 and over		

IV. GRANTS ON CERTIFICATES.

12. The following grants shall be paid on the basis of the grades of the teacher's professional certificate and the length of their successful experience, the competency of each such teacher being duly attested by the Inspector of the school for which such grant is claimed.

(1) If the teacher's total experience in the schools of the Province of Ontario shall have been at least five years on July the first next—

(*a*)	For a Provincial Permanent First Class certificate	$100.00
(*b*)	For a Provincial Permanent Second Class certificate	60.00
(*c*)	For a Provincial Permanent Ungraded certificate	60.00

(2) If said experience shall have been less than five years on the same date:

(*a*)	For a Provincial First Class Permanent or Interim certificate	$80.00
(*b*)	For a Provincial Second Class Permanent or Interim certificate	50.00
(*c*)	For a Professional Third Class (both permanent and limited)	35.00
(*d*)	For a Professional District certificate	25.00

Full and Partial Payments.

13. (1) The Inspector shall give in his June return the information required for making the total *yearly* apportionment to each school (*not including Continuation Schools*) and the amount due to each shall be the sum of the Grants to which it is entitled under the regulations:

(2) The total yearly apportionment to each school which has been in operation for less than the whole school year, shall be a proportionate amount of the grants provided for in I, II, III and IV above, one-tenth of the year's grant being allowed for each month the school was in operation.

V. GRANTS ON EQUIPMENT AND ACCOMMODATIONS.

14. (1) The grants for the improvement of equipment and accommodations shall be expended by the school boards under the advice of the Inspector; and the improvements, with the items of expenditure, shall be reported to him by the School Boards, before August 1st of the year next following the receipt of the grant.

(2) Where the section assessment is under $20,000.00, each school shall receive a grant of $30.00; and where it is at least $20,000.00 and under $30,000.00, a grant of $25.00, said grants to be applied to the improvement of the equipment and accommodations.

(3) (*a*) Where the section assessment as defined above is $30,000.00 or over, a grant will be made by the Minister to each inspectorate at the rate of $20.00 for each principal, and $2.50 for each assistant (*not including the teachers of Continuation Schools*) where the school has been in effective operation for the whole or part of the school year, and the total sum of said grants shall be sub-apportioned by the Inspector concerned amongst his schools with said assessment on the basis of the value of the equipment and the character of the accommodation in accordance with the following scheme:

(*b*) Each school shall receive 10 per cent. of the value of the approved equipment up to a maximum of $20.00 for each principal and $2.50 additional for an assistant; the items of the equipment on which the valuation is made being those prescribed in No. 3 of the Public and Separate School regulations. The special equipment for Continuation Schools and Fifth Forms on which a Legislative Grant is paid shall not be included.

(*c*) Each school shall receive a grant on the character of its accommodations, in accordance with the provisions of No. 2 of the Public and Separate School regulations, and in accordance with the scheme set forth below:

Grade	One teacher.				Two teachers.				Three teachers and over.			
	I.	II.	III.	IV.	I.	II.	III.	IV.	I.	II.	III.	IV.
	$ c.	$ c.	$ c.	$ c.	$ c.	$ c.	$ c.	$ c.	$ c.	$ c.	$ c.	$ c.
Closets	4 00	3 00	2 00	1 00	6 00	4 50	3 00	1 50	8 00	6 00	4 00	2 00
Water supply	2 00	1 50	1 00	50	2 00	1 50	1 00	50	3 00	2 25	1 50	75
School grounds	4 00	3 00	2 00	1 00	5 00	3 75	2 50	1 25	6 00	4 50	3 00	1 50
School buildings	2 00	1 50	1 00	50	3 00	2 25	1 50	75	4 00	3 00	2 00	1 00
Class rooms	2 00	1 50	1 00	50	3 00	2 25	1 50	75	4 00	3 00	2 00	1 00
Halls	.....	.....	.....	.....	2 00	1 50	1 00	50	3 00	2 25	1 50	75
Cap rooms	2 00	1 50	1 00	50	3 00	2 25	1 50	75	4 00	3 00	2 00	1 00
Private rooms	1 00	75	50	25	1 50	1 10	75	40	2 00	1 50	1 00	50
Desks	2 00	1 50	1 00	50	3 00	2 25	1 50	75	4 00	3 00	2 00	1 00
Blackboards	1 00	75	50	25	1 50	1 10	75	40	2 00	1 50	1 00	50
Lighting	2 00	1 50	1 00	50	3 00	2 25	1 50	75	4 00	3 00	2 00	1 00
Heating	4 00	3 00	2 00	1 00	6 00	4 50	3 00	1 50	8 00	6 00	4 00	2 00
Ventilation	4 00	3 00	2 00	1 00	6 00	4 50	3 00	1 50	8 00	6 00	4 00	2 00
	30 00	22 50	15 00	7 50	45 00	33 70	22 50	11 30	60 00	45 00	30 00	15 00

(*d*) When the amount of the legislative grant to the inspectorate is insufficient to provide for each school the sums required under the preceding regulations, the Inspector shall make a *pro rata* deduction from the total grant to each school; and where there is a balance over after making the provision for each school as required by the said regulations, he shall make a *pro rata* addition to the total grant to each school.

(*e*) In order that the Department may apportion the correct amount to each Inspectorate for the grant for equipment and accommodations, each District Inspector shall notify the Minister not later than May 1st of the number of teachers in his Inspectorate reckoned as in (3) above.

(*f*) A return of the total grant on equipment and accommodations as sub-apportioned by the Inspector to each school shall be made by him to the Department of Education, not later than June 1st and shall be payable by the Minister direct to the School Board.

ASSISTED SCHOOLS.

15. The legislative grant for assisted schools in the districts is apportioned amongst the following two classes: (1) Public and Separate schools in poor rural districts, and to urban schools in towns and villages, and (2) the schools of the residents of lumber, mining, and other settlements.

I. Grants for Maintenance.

POOR RURAL DISTRICTS.

16. Where in the case of the poor rural districts, a school section has been formed and a Board of Trustees elected as provided by the Act, the Minister may make special grants in accordance with the following conditions:

(1) A building and other suitable accommodation shall have been provided by the Board, and the school shall be in charge of a teacher with a legal certificate.

(2) (*a*) The assessment is such as to make it impracticable for the Board to raise an amount sufficient to pay the cost of maintaining the school in accordance with the regulations.

(*b*) The Inspector's report shall also contain a statement, with reasons, as to whether, in his judgment, the assessed value of the section is a reasonable one.

(3) In the case of each school, the Inspector, having regard to the above regulations, shall make a report in the prescribed form setting forth in detail the necessities of the school, the grounds upon which he bases his recommendation, and the purposes for which the assisted school grant is to be expended.

URBAN PUBLIC AND SEPARATE SCHOOL DISTRICTS.

17. In the case of an Urban Public or Separate School in a Town or Village, the Minister may make special grants when the circumstances of the case appear to him to warrant the same.

LUMBER, MINING AND OTHER SETTLEMENTS.

18. In the case of the lumber, mining and other settlements, the Minister may make special grants on the report of the Inspector, who shall set forth in full detail on a form to be obtained from the Department, the necessities of each settlement, the grounds upon which he bases his recommendations, and the purposes for which the assisted grant is to be expended.

II. Grants for Building Purposes.

19.—(1) In the case of both poor rural districts and the lumbering, mining, and other settlements, the Minister may make special grants for the erection of a new school building or the remodelling of one already erected, on proof by the Inspector, satisfactory to the Minister, that said districts and settlements are unable to bear the whole cost of the work.

(2) The grant for building purposes shall be paid on the certificate of the Inspector, in instalments as the work progresses, or in one sum on the completion of the work, as the Minister may determine.

SPECIAL GRANTS TO PUBLIC AND SEPARATE SCHOOLS.

20. The Regulations providing for the special Legislative grants for Fifth Forms, Art, Vocal Music, Manual Training, Household Science, Physical Culture, and Agriculture and Horticulture are given in Nos. 1 to 19 on pages 76 to 87 of the Public and Separate School Regulations. The apportionment of other special Legislative grants to Public and Separate Schools is provided for below.

KINDERGARTENS.

21. Special grants to Kindergarten and Kindergarten-Primary Classes are distributed on the basis of the teachers' certificates in accordance with the following Regulations:

(1) If the teacher teaches each day throughout the school year half a day in a Kindergarten or Kindergarten-Primary class, the grant for her certificate shall be that apportioned below; and—

(2) If the teacher teaches also the other half day in a Kindergarten or Kindergarten-Primary Class, the grant for her certificate shall be twice that apportioned below.

IN CITIES WITH A POPULATION OF 150,000 OR OVER

Kindergarten Director's or Permanent Kindergarten-Primary Certificate	$10.00
Interim Kindergarten-Primary Certificate	8.00
Assistant Kindergarten Certificate	6.00

IN OTHER CITIES.

Kindergarten Director's or Permanent Kindergarten-Primary Certificate	$15.00
Interim Kindergarten-Primary Certificate	12.00
Assistant Kindergarten Certificate	9.00

IN TOWNS.

Kindergarten Director's or Permanent Kindergarten-Primary Certificate	$20.00
Interim Kindergarten-Primary Certificate	16.00
Assistant Kindergarten Certificate	12.00

IN VILLAGES AND RURAL SCHOOL SECTIONS.

Kindergarten Director's or Permanent Kindergarten-Primary Certificate	$30.00
Interim Kindergarten-Primary Certificate	24.00
Assistant Kindergarten Certificate	18.00

NIGHT SCHOOLS.

22. Night Schools that have complied with the provisions of Sec. 11 of the Public and Separate School Regulations therefor shall be entitled to the following proportion of the total salaries of the staffs:

(*a*) In cities with populations of 150,000 and over, one-sixth; in other cities, one-third; in towns, one-half; in villages and rural school sections two-thirds.

(*b*) Where two or more Rural School Boards unite for the purpose of carrying on a night school the Legislative Grant shall be three-fourths of the total salaries of the staff engaged. Such night school shall be conducted in the school building of one or other of contracting Boards or upon such days of the week in each, as the contracting Boards may decide.

RURAL SCHOOL LIBRARIES.

23.—(1) The special grant in aid of Rural School Libraries will be apportioned amongst the Rural Public and Separate Schools respectively of the whole Province, not including Continuation Schools or Fifth Classes, as an additional percentage, on the value of all library books purchased before October 1st in each year, provided no school receives more than $10.00, and provided no purchase is less than $10.00. The books shall also have been approved by the Inspector as especially suitable for the pupils' use.

(2) All applications for this grant shall be made by the Trustees through the Inspector, on or before the 15th day of October. The Trustees shall supply the Inspector with all the information he may require in regard to the purchase of the books, including vouchers from the booksellers.

(3) The Inspector shall make application to the Department not later than the first day of November, on a form to be provided, which must be forwarded to the Department.

TIMES OF PAYMENT OF LEGISLATIVE GRANTS.

24.—(1) The Legislative Grants for Urban and Rural Public and Separate Schools are payable by the Department on or before the first day of August in each year to the respective Public and Separate School Boards on the warrants of the Inspectors concerned.

DIRECTIONS TO INSPECTORS.

25. On receipt of this circular, the Public and Separate School Inspectors shall procure from the school boards and township clerks the data necessary to fill in the official returns on which the apportionment of the grant will be made by the Department, and the forms for which will be sent to each Inspector. The Inspector shall see that they are properly made out and shall retain them for at least one year as the authority for his official report. As the Legislative Grants for the calendar year apportioned above are payable by the Minister on or before the 1st day of August it will be necessary for the Inspector to act as expeditiously as possible in procuring the information he may need, so that he may make his report to the Department *not later than June 10th.*

All returns from School Boards shall be certified by the Secretary or Secretary-Treasurer; those from the Township Clerks shall be certified by these officials.